

file

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

28 October 1947

SUBJECT: Reports of Accidents Involving Personal Injuries and
Property Damage

1. Quoted below is a memorandum received from the Office of
Buildings Management, Public Buildings Administration, Federal Works
Agency:

"SUBJECT: Reports of Accidents Involving Personal Injuries
and Property Damage

"Since the enactment of the Federal Tort Claims Act, a
number of claims have been filed with the Public Buildings
Administration covering personal injuries allegedly due to
accidents occurring in buildings which we operate and main-
tain. Investigations have disclosed that many of the alleged
accidents were reported to the Chief Clerk or other adminis-
trative officer of the Agency housed in the building, but
were not reported to the Guard office or to the Building
Superintendent's office.

"The Public Buildings Administration is responsible, in
most cases, for consideration of these claims. We would
appreciate your cooperation, therefore, in directing your
representatives, both in the Metropolitan Area of Washington
and in the Field, to report all accidents involving property
damage and personal injury occurring within buildings operated
and maintained by the Public Buildings Administration to the
Building Superintendent's office or to the Guard office.
Such reports should be made as promptly as possible so that
a full investigation may be made while the facts are still
fresh in the minds of witnesses and the evidence is still
at hand."

2. All accidents involving property damage or personal injur-
ies occurring within buildings used by CIA in Washington and in the
Field will be immediately reported to the Chief, Services Branch,
A&M, for forwarding to the Public Buildings Administration.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: None

(3250) DISTRIBUTION: All CIA Employees

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

17 November [REDACTED]

SUBJECT: Use of Motor Vehicles

1. General - The Central Intelligence Agency maintains a Motor Pool in addition to the regular inter-building shuttle service for transportation of CIA employees performing official business. Where it is impractical to use the shuttle service, transportation may be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.

2. Supervision of Chauffeurs - The Chief, Transportation Division, Services Branch will directly supervise assigned and pool chauffeurs for administrative purposes including working hours, overtime payments, and replacement of assigned chauffeurs when required due to absences or terminations.

3. Delays - Pool chauffeurs will not wait for passengers longer than 15 minutes without specific direction from the Dispatcher.

4. Traffic Violations - Chauffeurs are personally responsible in the event of traffic violations. CIA personnel will not order chauffeurs to violate any traffic regulation.

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government owned vehicle for other than official purposes.

6. Overtime Payments - Chauffeurs who perform overtime work will report the hours worked together with the signature of the person for whom overtime driving was performed as a basis for overtime payments. Prior verbal approval should be obtained, if practicable, from the Chief, Transportation Division, for overtime driving requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

(3511)

25X1A

JAN 11 1950

C O N F I D E N T I A LCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

5 January 1950

SUBJECT: Use of Motor Vehicles

25X1A

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 28 February 1949
Administrative Instruction No. [REDACTED], dated 24 March 1949

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. Transportation other than by shuttle service may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written request of an Assistant Director or Staff Chief approved by the Executive. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. a. Except as otherwise specifically authorized in writing by the Executive, no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Services Division, Administrative Staff, after appropriate certification by the Testing and Standards Branch, Personnel Division, and the Medical Division, Administrative Staff. Requests for driver's licenses should be made in writing by the Office or Staff Section concerned, to the Chief, Administrative Staff, indicating necessity.

25X1A

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Branch, Services Division, Administrative Staff, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. a. Except as specified in b below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

-1-

C O N F I D E N T I A L

C O N F I D E N T I A L

b. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them, at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

6. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Branch, Services Division, Administrative Staff.

7. Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

25X1A

8. Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia.

9. a. Government motor vehicles are to be used by personnel of this Agency only for strictly official purposes.

b. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

c. The Chief, Administrative Staff, will make periodic checks of dispatch records, and will discuss with Assistant Directors and Staff Chiefs any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Executive for further action, including statement of previous discussions with officials concerned.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Acting Executive

DISTRIBUTION: A.

14 2 PM 11 JAN 1961

RECEIVED
SPECIAL FUNDS BRANCH

-2-

C O N F I D E N T I A L

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25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Files

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

24 March 1949

25X1A

SUBJECT: Storage of CIA Vehicles.

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

25X1A

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

25X1A

Captain, USM
Executive

25X1A

DISTRIBUTION: A

Revised per F.I. 11/5/49

CONFIDENTIAL

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25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

24 March 1949

25X1A

SUBJECT: Storage of CIA Vehicles.

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

25X1A

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A

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STATINTL

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

17 November 1947

SUBJECT: Use of Motor Vehicles

1. General - The Central Intelligence Agency maintains a Motor Pool in addition to the regular inter-building shuttle service for transportation of CIA employees performing official business. Where it is impractical to use the shuttle service, transportation may be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.
2. Supervision of Chauffeurs - The Chief, Transportation Division, Services Branch will directly supervise assigned and pool chauffeurs for administrative purposes including working hours, overtime payments, and replacement of assigned chauffeurs when required due to absences or terminations.
3. Delays - Pool chauffeurs will not wait for passengers longer than 15 minutes without specific direction from the Dispatcher.
4. Traffic Violations - Chauffeurs are personally responsible in the event of traffic violations. CIA personnel will not order chauffeurs to violate any traffic regulation.
5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government owned vehicle for other than official purposes.
6. Overtime Payments - Chauffeurs who perform overtime work will report the hours worked together with the signature of the person for whom overtime driving was performed as a basis for overtime payments. Prior verbal approval should be obtained, if practicable, from the Chief, Transportation Division, for overtime driving requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

(3511)

presented

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

28 February 1949

STATINTL

SUBJECT: Use of Motor Vehicles.

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 17 November 1947
 Administrative Instruction No. [REDACTED] dated 30 July 1948
 Administrative Instruction No. [REDACTED] dated 30 August 1948

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. When it is impossible to use the shuttle service between CIA buildings, transportation may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written authorization of the Executive, upon the written request of the Assistant Director concerned. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. No employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Executive or Services Officer, after appropriate certification by the Testing and Medical Section. Requests for drivers' licenses should be made in writing by the administrative officer, or Assistant Director concerned, to the Services Officer, indicating the necessity for such a license. CIA

[REDACTED]

STATINTL

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Division, Services Office, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. Pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

6. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, to return for them, at

a given time, at the time the car is requested. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

7. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Division, Services Office.

8. Chauffeurs are personally responsible in the event of traffic violations. Therefore, chauffeurs will not be ordered to violate traffic regulations.

9. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Captain, USN
Executive

DISTRIBUTION: A

C O N F I D E N T I A L

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

5 January 1950

SUBJECT: Use of Motor Vehicles

25X1A RESCISSIONS: Administrative Instruction [REDACTED] dated 28 February 1949
Administrative Instruction [REDACTED] dated 24 March 1949

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. Transportation other than by shuttle service may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written request of an Assistant Director or Staff Chief approved by the Executive. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. a. Except as otherwise specifically authorized in writing by the Executive, no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Services Division, Administrative Staff, after appropriate certification by the Testing and Standards Branch, Personnel Division, and the Medical Division, Administrative Staff. Requests for driver's licenses should be made in writing by the Office or Staff Section concerned, to the Chief, Administrative Staff, indicating necessity.

25X1A

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Branch, Services Division, Administrative Staff, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. a. Except as specified in b below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

-1-

C O N F I D E N T I A L

C O N F I D E N T I A L

b. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them, at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

6. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Branch, Services Division, Administrative Staff.

7. Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

25X1A

8. Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia.

9. a. Government motor vehicles are to be used by personnel of this Agency only for strictly official purposes.

b. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

c. The Chief, Administrative Staff, will make periodic checks of dispatch records, and will discuss with Assistant Directors and Staff Chiefs any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Executive for further action, including statement of previous discussions with officials concerned.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Acting Executive

DISTRIBUTION: A.

-2-

C O N F I D E N T I A L

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

*see [redacted]
by [redacted]
11/5/50*

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

24 March 1949

SUBJECT: Storage of CIA Vehicles.

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [redacted], Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

25X1A

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]

Captain, USN
Executive

DISTRIBUTION: A

CONFIDENTIAL

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STATINTL

<div style="display: flex; justify-content: space-between; font-size: small;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <div style="text-align: center; margin-top: 5px;"> (UNDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) </div>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	<i>Management Officer</i>		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	<i>Service Officer</i>	<i>AVE</i>	<i>18 Feb</i>
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">REMARKS: <i>This is our recom-</i> <i>mendation on revision</i> <i>of</i> </p> <p style="text-align: right; margin-top: 10px;"><i>AVE</i></p>			
<div style="display: flex; justify-content: space-between; font-size: small;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

FORM NO. 30-4
SEP 1947

STATINTL

ADMINISTRATIVE INSTRUCTION

NO. [REDACTED]

SUBJECT: Use of Motor Vehicles

25 Feb 49

STATINTL

Rescissions: Administrative Instruction No. [REDACTED] dated 17 November 1947
Administrative Instruction No. [REDACTED] dated 30 July 1948
Administrative Instruction No. [REDACTED] dated 30 August 1948

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. When it is impossible to use the shuttle service between CIA buildings, transportation may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written authorization of the Executive, upon the written request of the Assistant Director concerned. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. No employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Executive ^{or} Services Officer, ~~or Deputy Services Officer~~ after appropriate certification by the Testing and Medical Section. Requests for drivers' licenses should be made in writing by the administrative officer, or Assistant Director concerned, to the Services Officer, indicating the necessity for such a license. CIA employees authorized to operate

[REDACTED]

STATINTL

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Division, Services Office, for administrative purposes including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. Pool chauffeurs will not wait for passengers longer than 15 minutes unless there are extenuating circumstances and then only after prior arrangements *have been made* are made with the dispatcher.

6. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Division, Services Office.

7. Chauffeurs are personally responsible in the event of traffic violations. Therefore, chauffeurs will not be ordered to violate traffic regulations.

8. Public Law 600 requires the suspension or dismissal of any ~~employee~~ employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

STATINTL

For the Sec:



Next to:

DRAFT

OK for [redacted]

STATINTL ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

DATE 17 Nov 47 STATINTL

SUBJECT: Use of Motor Vehicles

1. General - The Central Intelligence Agency maintains a Motor Pool in addition to the regular inter-building shuttle service for transportation of CIA employees performing official business. Where it is impractical to use the shuttle service, transportation ~~should~~^{may} be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.

2. Assignment of Vehicles - Additional assignments of vehicles with or without chauffeurs can be made in the future where circumstances warrant.

2. Supervision of Chauffeurs - ~~Assigned chauffeurs and pool drivers~~^{chauffeurs} continue to report to The Chief, Transportation Division, Services Branch ~~will directly supervise~~ for administrative purposes, including working hours, overtime payments, ~~etc.~~ and replacement of assigned chauffeurs ~~when required due to absences~~^{terminations} due to sick or annual leave or ~~resignations~~.
Resignations will be made by the Chief, Transportation Division.

3. ~~Pool drivers~~^{Delays. chauffeurs} are not permitted ~~to wait~~^{will not} for passengers longer than 15 minutes ~~unless~~^{without} specific direction ~~has been previously given by~~^{from} the Dispatcher.


4. Traffic Violations - Chauffeurs and drivers are personally responsible in the event of traffic violations. ~~Cooperation of CIA personnel is requested (short of back-seat driving) in refraining from ordering chauffeurs to violate any traffic regulation of any description.~~^{will not}

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee ~~found responsible for the personal use of a Government owned vehicle.~~^{who uses or is} ~~Employees are therefore cautioned not to request nor to use Government vehicles for their personal business or convenience.~~^{for other than official purposes.}

6. Overtime Payments - Chauffeurs who are requested by Offices to which they are assigned to perform overtime work ~~must make a report of the~~ ^{will} hours worked and ~~must obtain~~ ^{together with} the signature of the person ~~requesting such over-~~ ^{for whom} time before payment therefor will be made. ~~When overtime is requested of a~~ ^{driving was performed, as a basis for overtime payments} ~~driver~~ Prior verbal approval should be obtained, if ~~possible~~ ^{practicable}, from the Chief, Transportation Division, ^{for overtime driving requirements.}

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

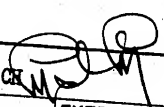
STATINTL


Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

STATINTL

TRANSMITTAL SLIP		
31 October 1947 DATE		
TO: ACTING CHIEF, MANAGEMENT BRANCH		
BUILDING		ROOM NO. 7128
REMARKS: The issuance of this Administrative Instruction will eliminate quite a few problems which exist in connection with the Motor Pool.		
FROM: CHIEF, SERVICES BRANCH 		
BUILDING North	ROOM NO. 200	EXTENSION 785
FORM NO. 36-8 OCT 1942		

(1299)

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

D R A F T

ADMINISTRATIVE INSTRUCTION
NUMBER

-30 October 1947-

SUBJECT: Use of Motor Vehicles

in addition to the regular
to the inter-building shuttle service

1. General - The Central Intelligence Agency maintains a Motor Pool for the ~~vehicular~~ transportation of all CIA employees ~~engaged in the~~ performance of official business. ~~Requests for transportation should be requested from~~ made to the Dispatcher, Motor Pool, Extension 684 or 2284. *where it is impractical to use the shuttle service*

2. Assignment of Vehicles - ~~The assignment of vehicles with or without chauffeurs has been made and can be made in the future where circumstances warrant such assignments.~~ *Additional*

3. Supervision of Chauffeurs - ~~Assigned and pool~~ *Assigned* Chauffeurs ~~or drivers, personnel,~~ *and pool* ~~assigned to a particular office, continue to report to the Chief, Transportation Division, Services Branch, for administrative purposes, working hours, overtime payments, etc. must be administered by the Chief, Transportation Division.~~ *made* The replacement of ~~assigned~~ *assigned* chauffeurs, due to sick or annual leave or resignations of assigned chauffeurs, will be determined by the Chief, Transportation Division.

Pool drivers ~~Chauffeurs~~ *for passengers longer than* are not permitted to wait ~~for a period in excess of~~ 15 minutes unless specific direction has been previously given by the Dispatcher prior to the starting of a trip. ~~Chauffeurs must return to the Motor Pool at the end of 15 minutes if the passenger has not returned, and contrary instructions have not been given by the Dispatcher.~~

event of 4. Traffic Violations - ~~Chauffeurs~~ *and drivers* are personally responsible in the ~~for all~~ traffic violations, ~~and the~~ cooperation of CIA personnel is requested *(short of* in refraining from ordering chauffeurs to violate a traffic regulation of any description. *back seat driving)*

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee found responsible for the personal use of a Government owned vehicle. Employees are therefore cautioned not to request nor to use Government vehicles for their personal business or convenience.


6. Overtime Payments - Chauffeurs who are requested by Offices to which they are assigned to perform overtime work must make a report of the hours worked and must obtain the signature of the person requesting such overtime before payment therefor will be made. ~~In cases where overtime is requested, and it is practical to do so, prior verbal approval should be obtained from the Chief, Transportation Division.~~ *if possible*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

ATTACHMENTS: None

DISTRIBUTION: A


Executive for
Administration and Management

1 March 1950

MEMORANDUM FOR: Acting Chief, Administrative Staff

SUBJECT: Use of Government Motor Vehicles

REFERENCE: Memorandum of 16 February 1950 to
Deputy Executive, OPC, from Acting
Chief, Administrative Staff, subject
as above.

It is suggested that the word "female" be deleted from line 1 of paragraph 2 of reference memorandum as it is believed that this denotes discrimination. It is further requested that the remainder of the sentence be clarified with respect to the time that the motor pool service is available. As written, the implication is that any female employee may receive motor pool service at 1705 to "any point on Pennsylvania Avenue, N.W. between 15th Street and 10th Street." Obviously, this is not the intent.


Deputy Chief of Support, OPC

25X1A

cc: Management Staff ✓

WVB S @ 30 VN.20

RESTRICTED

MAR 2 1950

Deputy Chief of Support, OFC

3 March 1950

Acting Chief, Administrative Staff

25X1A

Use of Government Motor Vehicles

1. Reference your memorandum 1 March 1950, above subject, suggesting deletion of the word "female" from line 1 of paragraph 2 my memorandum of 16 February 1950 to the Deputy Executive, OFC and also requesting clarification of that portion of the sentence in my memorandum which sets forth the hours that motor pool service is available.
2. Present Agency policy provides that the after-hours service be made available only to female employees and although the original directive indicated that the service was available for those employees "departing from their place of employment after 1700 hours", the service was primarily established for the use of "night shift" personnel whose normal tours of duty ended after 11:00 pm.
3. Furthermore it is felt that in restricting this service to female personnel the Agency would be in a better position to answer any criticism that may arise due to the use of Government owned vehicles for this purpose in view of Public Law 800.
4. It certainly is not the intent to provide motor pool service for those women leaving their offices at 1700 hours. The intent is to provide transportation to the nearest available public transportation for those employees working overtime, or on a night shift, and departing from their place of employment after the "rush hour" service of Capital Transit Co., etc., is over, and not subject them to the hazards of standing on dimly lighted street corners waiting for public transportation which at the time may be operating on very infrequent schedules. The extension of this service to that area along Pennsylvania Avenue, N.W. between 15th Street and 10th Street was approved inasmuch as that is a well lighted and heavily travelled thoroughfare and affords access to the various bus lines and street car lines serving the greater Metropolitan area.

Signed

25X1A

cc: MIM chrono (2)
Management ✓

25X1A

MAR 7 1950

CONFIDENTIAL

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO		INITIALS	DATE
1	Services Officer	—	—
2	Acting Chief, Management Br. ¹⁰⁴		
3			
4			
5			

FROM		INITIALS	DATE
1	Deputy Services Officer (0)	<i>[Signature]</i>	10 Mar 49
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: (2) Review and appropriate action *[Signature]*

CONFIDENTIAL

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

CONFIDENTIAL

~~PROPOSED~~
ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25X1A SUBJECT: Storage of CIA Vehicles

immediately

located in Washington

25X1A

1. Effective ~~21 March 1949~~ *immediately* all CIA vehicles *located in Washington* will be returned

25X1A

at the end of each day to the [REDACTED]

[REDACTED] Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

2. Exceptions to this requirement will be made only upon the written request of an Assistant Director and approval by the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

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2. Assistant Directors may submit requests for exceptions to the Executive, which include appropriate statement of necessity therefor.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

24 March 1949

25X1A

SUBJECT: Storage of CIA Vehicles.

25X1A

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Streets, Rosslyn, Virginia. Adequate facilities for the storage of all [REDACTED]

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Captain, USN
Executive

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